

## **State of Nevada IT Work Force Committee**

### **Agenda & Meeting Minutes**

**Meeting Name:** IT Workforce Monthly Meeting

**Facilitator:** Rossalyn Hoid

**Recorder:**

**Date:** 9/18/01

**Time:** 1:30 to 3:00

**Location:** Kinkead Large Conference Room

#### **Attendees**

<b>Name</b>	<b>Attend ✓</b>	<b>Name</b>	<b>Attend ✓</b>
Rossalyn Hoid	✓	Terry Savage	✓
Wally Voskuil	✓	Kathy Ryan	✓
Jim Demme		Gary Stagliano	✓
Kathy Shabi	✓	Chuck Duarte	
Chuck Conner	✓	Barry Morgan	
Dorothy Martin	✓	Kareen Masters	✓
Jennifer Grogan	✓	Mel Watson	
Kathy Comba	✓	Madilyn Maire	
Linda Brunson	✓	Bev Ghan	✓
Steve Fry	✓	Troy Williams	✓
Carol Thomas	✓	Marlies Steele	✓
Bev Ghan	✓	Mary Day	✓
Peggy Martin	✓		

#### **Agenda**

<b>Time</b>	<b>Subject</b>	<b>Presenter</b>
1:30	Call to Order	
	Open Discussion	
	Presentation	
2:30	Close meeting and set next meeting date	

#### **Open Discussion**

1.	Staff from Personnel were present to offer advice as to what possibilities exist for this workforce committee in revising the class specifications for recruiting IT professionals. The current class specifications may be prioritized in terms of which ones are most in need of update in that the terminology in the class spec is obsolete. The minimum qualifications are not meeting needs in terms of recruitment and classification. Revision of class specifications cannot be done to the degree that requires reallocation of positions because that would involve an occupational study and there are no funds available to do so.
2.	An efficient approach for revising classification specifications would be to work on them one at a time. Appoint two or three individuals who are expert in that classification area to review with Peggy Martin and draft a revised set of specifications that can then be reviewed for further input by the whole committee.
3.	The draft could be emailed to the members of the workforce committee for review. Then when the committee meets as a group, you will be ready to discuss what you liked or didn't like about the changes that were made. It would not have to go to the Personnel Commission. Any changes can be effected through the posting process unless there was a formal objection to whatever changes occurred. From time to time, there are objections to changes made to class specs. Those specs do have to go to the Personnel Commission. But as long as everybody is on board with what the changes are and how they're going to benefit the IT area, there shouldn't be any problem.
4.	Rossalyn Hoid maintains the mailing list and will distribute the changes as they are completed. Only the class

	specs are to be revised. If the class concepts change significantly, that's the description of level 1, level 2, and level 3 or if you change the grade level, then that involves reallocating every position in that group. Grade level changes have a fiscal impact that have to go through another process. That would take an occupational study.
5.	There were a couple of different manager tracks we thought of trying to consolidate. There are DP managers and Information Systems Managers. Instead of having two separate class series, they could be combined into one. There is a grade 41 and 43 in one, and a 42 and 44 in the other. There would be one combined series that would have a 41, 42, 43, and 44, and we would alter the descriptions of those four.
6.	There are about 20 individuals in the series right now. That would be considered an individual classification study. The individuals that are affected would have to prepare 19's and there would have to be some demonstration of significant change that has occurred in that area. All of those levels would have to be re-described even though keeping the grade levels. The individuals affected would have to come in with a description of what they're doing, and in order for an individual study to occur, significant change must be demonstrated. There might be individuals in this series with different jobs. Each position would need examination and allocation within that series; what is in common, what differences. Then somehow describe all those levels and get them into the right grade levels again. That is still an individual classification study that can be done under the context of an occupational study within all of the classes in the IT area. That cannot occur in this biennium.
7.	Significant salary issues that you feel need to be addressed by 2003 definitely need to be put into a plan to effect some change in the way you're paid either through the special salary adjustment that granted by the Legislature or through some other innovative pay practices. There are a lot of them being applied to IT personnel in both public and private sectors. We are not doing anything in the State of Nevada, but there are certainly a lot of employers that are doing things a little differently for this group. To promote those kinds of ideas, start working with the budget office, maybe get some buy-in from the Governor's office that something should change for this group. Start the political process now for the pay issues to be addressed.
8.	For a new classification for a position that is like a cross between a management analyst and IT position, there could be the possibility of utilizing the agency information specialist. That was the intention of that class for that management analyst that was handling those agency IT issues. Review of that class spec may prove that it could be broadened so it would be more suitable to the needs in this area. It is designed to list the people that have experience in a particular program that your agency might need to take their IT expertise and apply it to the programs.
9.	Linda Brunson presented a survey that presented IT training as a percent of payroll. Five percent is recommended in an effort to reduce turnover. Those entities spending 6 percent or more experienced half the turnover of organizations spending 2-3 percent. Every hour of IT training is worth 5 and ¼ hours of enterprise. There is interest in coordinating in-house training on Visual Basic, Cobol, ISPF, JCL, OS2. Rossalyn Hoid will email offerings out to IT groups for feedback.
10.	Salaries is one of the issues that the committee can do the least about. This is a perfect time as the legislative session just ended to start marshalling forces and building the support for salary disparity that would go across the IT classifications. Salary disparity can be addressed independently of an occupational study. The Highway Patrol, Parole and Probation, Correctional Officers, Engineer, and Building Construction Inspectors were successful in getting special salary adjustments through the legislative process.
11.	

## Decisions

Item No.	Decision	Rationale	Impact	Date
1.	Revision of class specifications cannot be done to the degree that requires reallocation of positions because that would involve an occupational study and there are no funds available to do so.			07-17-01
2.	Roz maintains the mailing list and will distribute the changes as they are completed. Only the class specs are			

	to be revised.			
3.	The next meeting will be Tuesday, October 16, from 1:30-3:00 at the Dept of Education Conf Room			09-18-01

### Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1.		Appoint two or three individuals who are expert in that classification area to review with Peggy Martin and draft a revised set of specifications that can then be reviewed for further input by the whole committee.			
2.		Significant salary issues that you feel need to be addressed by 2003 definitely need to be put into a plan to effect some change in the way you're paid either through the special salary adjustment that granted by the Legislature or through some other innovative pay practices			
3.		For a new classification for a position that is like a cross between a management analyst and IT position, there could be the possibility of utilizing the agency information specialist. That was the intention of that class for that management analyst that was handling those agency IT issues. Review of that class spec may prove that it could be broadened so it would be more suitable to the needs in this area. It is designed to list the people that have experience in a particular program that your agency might need to take their IT expertise and apply it to the programs.			

### Approved By

Signature	Name	Role	Date